



Geneva City Council Agenda Item Briefing

To: Geneva City Council

From: Amie Hendrix, City Manager

Meeting Date: November 5, 2025

Item Title: RESOLUTION ADOPTING THREE ADMINISTRATIVE POLICES - Freedom of Information Law Employee Notification Policy, Personnel Records Policy, and City of Geneva Community Calendar Event Posting Policy

Action Required:

City policies support the City's mission by establishing clear and well understood standards for individual conduct, clarifying institutional expectations, promoting compliance with law, mitigating risk, ensuring transparency of city processes, and supporting productivity. The approval of this resolution approves three policies which have followed the Revising Policies and Procedures Policy. The process includes vetting the policy with the assigned department, the management team, legal, and union leadership. An overview of the three policies can be found below.

Summary of Action:

This resolution adopts the following attached policies:

Freedom of Information Law Employee Notification Policy: New York State's Freedom of Information Law (Public Officers Law §87 et. seq.) allows members of the public to access records of government agencies when FOIL is applied to employee records notification will be given to said employees. This policy shall apply to all City departments and will be in partnership with the standard operating procedures of the police department.

Personnel Records Policy: This policy establishes procedures for accessing and maintaining the official personnel records of current and former City of Geneva employees. It outlines responsibilities for safeguarding sensitive personal data and provides standards for lawful disclosure and access.

Office of the City Manager

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City of Geneva Community Calendar Event Posting Policy: This policy governs the use of the City of Geneva Community Calendar as a tool to promote community events and activities that inform and attract visitors to Geneva. Events must be open to the public, community-oriented, and sponsored by a Geneva-based organization or business. Events must take place within the City or Town of Geneva.

Alternatives:

Council may choose to separate approval by each policy or to not adopt these formal policies. If council decide to not adopt the policies the continuation of the current processes will continue.

Financial Impact:

None.



RESOLUTION ADOPTING THREE ADMINISTRATIVE POLICES - FREEDOM OF INFORMATION LAW EMPLOYEE NOTIFICATION POLICY, PERSONNEL RECORDS POLICY, AND CITY OF GENEVA COMMUNITY CALENDAR EVENT POSTING POLICY

WHEREAS, a best practice of government operations is to have standard operating procedures and policies, and

WHEREAS, city policies and procedures have not always been well documented and accessible, and

WHEREAS, in an attempt to ensure transparent policy adoption of current city practices staff have dedicated time to policy review and development, and

WHEREAS, The Freedom of Information Law Employee Notification Policy, Personnel Records Policy, and City of Geneva Community Calendar Event Posting Policy have been crafted by the respective responsible departments and further offered for review by City staff and leaders of all collective bargaining units, and

WHEREAS the full policies are included below and will be posted on the Administrative Policies page of the City of Geneva website, now therefore it be

RESOLVED, on recommendation, the The Freedom of Information Law Employee Notification Policy, Personnel Records Policy, and City of Geneva Community Calendar Event Posting Policy are hereby adopted and shall be added to a City Administrative Policy Manual.

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